

IT Initiative Supplement

April 30, 2010

I. Project Description

Project Title: ITO 4-8 Existing Server Standard Cycle Replacement – Housing Division

Brief Description of the Project Title: “ITO 4-8” is the reference to the Commerce 2010 Strategic Plan. This project is a series of server replacements that will occur during the course of the FY12-FY13 biennium in which existing servers are replaced in accordance with the state guideline of a 5 year replacement cycle.

Statewide Priority:

Agency Priority: 4

Estimated Completion Date: May 2013 – this is for the server used to run two key Housing Division applications which is due for replacement in May 2013.

IT Project Biennium: FY12-FY13

Request Number: Commerce IT Strategic Plan Initiative #6
EPP/Budget Ref: 7411

Version: 1

Agency Number: 6501

Agency Name: Montana Department of Commerce

Program Number: 74

Program Name: Housing Division

A. Type of Project (check all that apply): Replacement

Enhancement

Replacement X

New

O&M

B. Type of System (check all that apply): Mid-Tier

Mid-Tier X

Mainframe

GIS

Web

Network Desktop

II. Narrative

C. Executive Summary

Project Purpose and Objectives: The objective is to maintain Information Technology equipment that is performing critical processing functions at a level to ensure their reliability and availability to support the business processes of our Housing Division.

Technical Implementation Approach: Server replacements will be evaluated prior to replacement. Objectives related to energy efficiency, performance and operating system migration will be thoroughly considered prior to procurement. Further analysis related to the separation of processing capability and data management will be evaluated as well as positioning to improve our security, disaster recovery, and Continued Business Operations (COOP).

Project Schedule and Milestones: Servers will be evaluated and replaced at varying times throughout the FY12-FY13 biennium, per the 5 year replacement schedule for each server. This request is for a single server used to support the Housing Division applications. As part of the hardware replacement, the operating system will likely be upgraded to Microsoft Server 2008 at the same time.

D. Business and IT Problems Addressed:

IT equipment used in support of agency business processes must be maintained to provide reliable, stable, secure and cost effective service. Information technology hardware has a life span that must be recognized and addressed to ensure performance, reliability and security.

E. Alternative(s)

Alternatives Considered: A) Application / processing load on existing servers will be considered for hosting at alternatives sites prior to replacement. This analysis cannot be performed at this time given the current phase of development of the State Data Center, and internal system evaluations and business requirements. The State Data Center may be too expensive based upon the initial FMM cost estimates defined for FY12&FY13. B) Other alternatives such as expansion of internal SAN capabilities, and blade server/virtualization will be further considered but may also be cost prohibitive.

Rationale for Selection of Particular Alternative: This is the least expensive alternative and meets our needs.

Narrative Detail: This request provides for the funding required to replace this server. Regardless of the ultimate approach used of replacing existing hardware, revising our architectural strategy, or moving to a hosted environment, each will require funding.

III. Costs

G. Estimated Cost of Project:

- 1. Personnel Services – IT Staff:** N/A – internal IT staff resources.
 - 2. Personnel Services – Non IT Staff:** N/A
 - 3. Contracted Services:** N/A
 - 4. ITSD Services:** N/A – Unless ITSD hosting is used, this cost is presently unknown.
 - 5. Hardware:** \$8,500
 - 6. Software:** N/A
 - 7. Telecommunications:** N/A
 - 8. Maintenance:** N/A – Included in purchase price.
 - 9. Project Management:** N/A
 - 10. IV&V:** N/A
 - 11. Contingency:** N/A
 - 12. Training:** N/A
 - 13. Other:** N/A
- Total Estimated Costs:** N/A
- Total Funding:** \$8,500

IV. Funding

H. Funding

- 1. Fund:** 06030, 06074, 06075
- 2. Amount:** \$4,250, \$2,125, \$2,125
- 3. Total Costs:** \$8,500

Cash/Bonded:

Bill Number:

V. Cost upon Completion

1. Operating Costs upon Completion

FTE: No change anticipated.

Personal Services Costs: No change anticipated.

Operating Costs: No change anticipated.

Maintenance Expenses: No change anticipated.

Total Estimated Costs: No change anticipated.

2. Funding Recap

Fund Type: Proprietary

Amount: \$8,500

Total Funding: \$8,500

V. Risk Assessment

A. Current IT Infrastructure Risks

1. Current application 10+ years old?
software application.

Date of last major upgrade?

N/A – this is hardware not a

2. Current application is based on old technology? **N/A**

If yes, what is the current hardware platform, operating system, and programming languages used to support the application?

3. Is the agency not capable of maintaining the current application with internal technical staff? Staff is capable.

If yes, who supports the application today?

4. Other IT infrastructure risks?

None

If yes, provide further detail.

B. Current Business Risks

1. What are the risks to the state if the project is not adopted? **Information technology responsible for delivering business solutions for our agency may not function properly or become un-reliable. This server specifically supports our Housing Division.**

2. Does the current application meet current business requirements? **Yes**

If “no”, what specific business functions does the application lack?

C. Project Risk Assessment

1. Describe any major obstacles to successful implementation and discuss how those obstacles will be mitigated.

Table H Risk Assessment

Description	Severity (H/M/L)	Probability of Occurrence (%)	Estimated Cost	Mitigation Strategy
There is little to no risk associated to replacing existing hardware as this is a process often and routinely performed by existing IT staff.	L	10%	N/A	Proceed with replacements standards and practices as they have been performed in the past.